

Solicitation Number: 05-0001-36

Corporate Staff Support Service for the Office of Naval Research (ONR)

The statement of work, order of information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Program, Technical and Engineering Support are due by 2:00 PM (local), 15-SEP-05.

1.0 Background

The Office of Naval Research (ONR) coordinates, executes, and promotes the science and technology programs of the United States Navy and Marine Corps through schools, universities, government laboratories, and non-profit and for-profit organizations. ONR formulates and executes the Naval Science and Technology (S&T) portfolio to address the most responsive and promising technology opportunities and solutions in both basic and applied science; transitions the most useful technologies to Acquisition and the Warfighter; and provides technical advice and information to the Chief of Naval Operations, the Secretary of the Navy, and the Department of Defense. In order to successfully execute its mission and maintain its reputation for excellence, ONR has a continuing requirement for superior engineering, analytical, editorial, budgetary, programmatic and general support at the executive level from a staff that has a unique understanding of ONR's critical and expanding mission.

2.0 Statement of Work

The contractor shall provide program management, technical, and general support to senior level ONR corporate officials, including the Chief of Naval Research (CNR), Assistant Chief of Naval Research (ACNR), the Director of Research, the Director of Innovation, and the Director of Transition.

2.1 Objective

Provide ONR senior leadership with support that reflects the unique breadth of ONR headquarters responsibilities including support of strategic planning activities, execution and management of ongoing and planned programs, technical reviews and assessments, and utilize various information systems to respond to complex requests. Support will require a highly experienced team to provide budgetary, analytical, editorial and general support to the command.

2.2 Scope

The scope of the work to be performed under this effort includes supporting ONR's own operations and interfacing with other services and agencies. Tasking consists of, but is not limited to, Research and Development (R&D), Science and Technology (S&T), Discovery and Invention (D&I), Future Naval Capabilities (FNCs) and Enabling

Capabilities (ECs) programs; Technology Readiness Assessments; In-House Laboratory Independent Research (ILIR) and In-House Applied Research (IAR) Program; and Marine Corps S&T.

2.3 Technical Tasks/Requirements

The contractor's tasks include, but are not limited to:

2.3.1 Assessing Naval Capability Needs and Requirements such as Joint Capabilities Integration Development System (JCIDS), Operational Requirements, Mission Needs Statements, Future Naval Capabilities, technology transition opportunities and relevant studies.

2.3.2 Contributing to and participating in ONR strategic investment planning to address the most responsive and promising technology opportunities and solutions.

2.3.3 Supporting Technology Readiness Assessment (TRA) Management and Coordination to include evaluation of technology maturation planning, data validation, and coordination with the relevant external agencies.

2.3.4 Supporting ONR S&T process review and analysis to recommend and implement improvements in ONR product quality, use of metrics, data collection and dissemination, and audit and inspection processes.

2.3.5 Supporting technical program planning and review to include analysis and assessment of requirements; developing business and transition plans; developing and evaluating budgets, milestones and schedules; and identifying technology transition opportunities, and the transitioning of technologies to acquisition.

2.3.6 Supporting knowledge management to include websites, portals and databases for collection and dissemination of S&T sponsored by ONR and other organizations.

2.3.7 Supporting financial planning, budgeting, and execution of S&T fiscal documents, to include POM inputs.

2.3.8 Conducting technical liaison and coordination work with ONR stakeholders and academia; Naval Research Laboratory (NRL), the National Academy of Sciences (NAS), the U.S. Marine Corps (USMC), the Defense Advanced Research Projects Agency (DARPA), OPNAV, the Naval Sea Systems Command (NAVSEA), Naval Aviation Systems Command (NAVAIR), Space and Naval Warfare (SPAWAR) Systems Command and Program Executive Offices when required.

2.3.9 Executing day-to-day tasking required for program execution and coordination to include: preparation of correspondence, speeches, presentations, reviews and reports; response to congressional requests; organization and coordination of program reviews and technology assessments; and coordination of travel and calendars.

2.3.10 Further, the contractor shall be required to provide Subject Matter Experts (SMEs) who will be called upon on a periodic basis to conduct special studies or specific support and provide a senior level review of emerging technologies that support naval mission requirements. As such requirements become better defined the contractor shall also be tasked to call upon Special Advisory Groups, composed of contractor employees and/or subcontractors/consultants with unique skills and capabilities to support ONR program activities. The Special Advisory Groups should be structured to provide individuals with unique skills, knowledge and abilities that can advance the important mission assigned to ONR. Group experience should include executive oversight of national programs, naval system acquisition, program management, former executives of technology development agencies; experience in research design and engineering; industry experience in S&T and R&D management; and prior participation in government advisory groups such as the Defense Science Board, National Academy of Sciences, or Congressional staff.

2.4 Reports Data and Other Deliverables

2.4.1 Monthly Progress and Management Report – The Contractor shall provide monthly progress and status reports. This report is due on a monthly basis and shall include a list of the work accomplished during the reporting period, plans of the level of effort and work products for the coming month, and financial status to include total amount of delivery order, total amount funded to date, total amount billed to the Government, total amount expended this reporting period (Labor, Materials, and Travel). Contractor format in Adobe, Microsoft Office compatible applications are acceptable.

2.4.2 Software, Data, and Reports – The Contractor shall provide both soft copy (electronic) and hard copy format for software (e.g., database updates), data, technical reports, studies and analysis, and other reports as required. Contractor format in Adobe, Microsoft Office compatible applications are acceptable.

3.0 Personnel Requirements

The contractor team shall work both as a group and independently to respond to corporate challenges. Flexibility is a key factor in producing accurate results in a time critical environment.

All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Project, PowerPoint, and Excel. Personnel must be able to provide rapid assistance to the Program Managers, working in a time sensitive environment.

3.1 Personnel

The Contractor shall provide qualified personnel to execute all aspects of the statement of work. The following skill set is needed to support this task:

Category 1: Senior Engineer/Program Manager/SME The following qualifications are expected: A Graduate degree (scientific/engineering discipline) from an accredited university and minimum of 20 years of acquisition and program management experience, and systems engineering with Defense Acquisition Workforce certification or commensurate industry experience; prior Naval service with Warfighting experience and an understanding of the Joint and Navy Warfighting areas is desired; a broad range of technical program management and industry experience highly desirable; the ability to apply analytical problem solving methodologies and portray information to both technical and non-technical users; and the ability to apply best business practices with technical acumen. Proficiency in Access, Oracle Discoverer, LiveLink, and Web based data management for ONR knowledge management is considered essential.

Category 2: Senior Engineer/Program Manager The following qualifications are expected: A Graduate degree or a bachelors degree from an accredited university and a minimum of 15 years of management experience; prior USMC service is desired along with operational and Joint Staff experience; the ability to bridge operational and S&T activities with current knowledge of relationships between Navy and Marine Corps S&T laboratories and personnel is considered essential; knowledge of direct support of S&T efforts with Marine Corps commands; knowledge and experience of USMC S&T policy, priorities, and programs; and ability to draft analyses, assessments, and trade estimates of competing technologies. Must be familiar with the Naval S&T Program Planning, Programming, Budgeting and Execution System (PPBES) and Program Objective Memorandum (POM).

Program Analyst (Senior) The following qualifications are expected: A Bachelor's degree from an accredited university and a minimum of 10 years of program support and office management; prior Navy headquarters support; science background with knowledge of Navy S&T process; ability to quickly and effectively relay internal and external demands to the proper official, absorb and process large amounts of information from various sources for coordinating multiple efforts and effectively manage and execute ONR corporate day-to-day tasks; ability to establish communication protocols for and collaborate with U.S. and international government, industry and academia in the sphere of Naval S&T; and proficient at using Navy and DOD wide systems for information management and tracking such as the Defense Travel System. Must possess a broad range of inter and extra-office skills, have the ability to organize and coordinate administrative, technical, program work efficiently, coupled with personal flexibility and coordinating responsibilities involving strong teamwork, communications skills in an executive office environment.

Program Analyst (Junior) The following qualifications are expected: A Bachelor's degree from an accredited university and a minimum of 3 years of office management and program support, at the headquarters level; prior Naval experience is desired; Program Executive Office (PEO) level operations and acquisition experience; working knowledge of Navy correspondence standards and ability to prepare ONR correspondence and documentation; ability to appropriately handle sensitive and

classified materials; ability to obtain appropriate visas and travel approvals in time critical circumstances; and proficient at using Navy and DOD wide systems for information management and tracking such as the Defense Travel System. Must have working knowledge of Navy S&T process and possess a broad base of office skills, have the ability to organize and coordinate work efficiently, coupled with personal flexibility and clerical responsibilities involving strong teamwork, communication skills in an executive office environment.

3.2 Level of Effort

A 12-month base period with four 12-month options has been estimated for the proposed contract.

Base Period: The base period of performance will be 12 months from the date of award. The effort anticipated for this effort is approximately (6) man-years at an average rate of approximately (1120) hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category Hours per Year (See note 1)

Core Support (See note 2)

Category 1	1920
Category 2	1920
Program Analyst (Senior)	1920
Program Analyst (Junior)	<u>1920</u>
Total	7680

Augmented Support (See note 3)

Category 1	3840
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NOTES:

- (1) Estimate of 1920 hours is equivalent to one 1 man-year.
- (2) Core effort is 4 man years per year.
- (3) The contractor should be prepared to augment this support with 3840 hours of additional SME support each year. The SME support should be available on an as needed basis.

The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours, labor, and categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type:

The Office of Naval Research anticipates awarding a cost-plus fixed fee level-of-effort task order.

4.2 Period of Performance:

A 12-month base period with four 12-month options has been estimated for the proposed contract, beginning 01 October 2005.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$5,000 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed \$30,000 per year.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. Government sponsor approval required on trips 3 days or more and any that require 2 or more people.

4.3.2 Other Direct Costs (Other than Travel and Per Diem)

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance:

The Government anticipates that the task requirement outlined in Section 2 of the solicitation will require the proposed staff to work full time at ONR Headquarters in Arlington, VA.

4.5 Government Furnished Resources (GFR)

The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services

Work may be performed at Government facilities as required by the task. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR). Corporate facilities should include 1) a classified discussion room, 2) computer and projection equipment, and 3) Quick turn around , short run graphics and reproduction equipment.

4.5.2 Information

All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation

All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment

The basic facility items noted in Subsection 4.5.1, in accordance with the general guidance in FAR Part 45.102, will be provided by the government for personnel working on-site at ONRHQ. However, contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about **1 FEB 2006**. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants

It is not anticipated that this effort will require any subcontractor or consultant support.

4.7 Security Requirements

A Contract Security Classification Specification (DD Form 254) will be included with the task order at time of award. The DD Form 254 will specify the requirement for access up to the Secret level.

(a) Clearance Requirements: All proposed personnel should have security clearances at the Secret level. It is the responsibility of the Contractor to have facility clearances and storage clearances up to a maximum of Top Secret if required by the specific task within the order. The Contractor is responsible for providing staff with active clearances to the level required. It is also the responsibility of the Contractor to obtain any security badges, building access passes, etc., that may be required for entrance to Navy facilities. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled proprietary.

(b) Privacy Act: All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) Non Disclosure Agreement: In the course of its work, the selected Contractor will be required to execute a Non Disclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived from) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the

contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor shall not participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under ONR 00 and ONR 03 research programs.

5.0 Proposal Requirements

5.1 Proposal Format

The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are not page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how administrative tasks such as travel, security and resource requests will be handled. The Offeror should show evidence of having experience in managing/mitigating technical and programmatic problems discussed in Section 2 "Statement of Work", paragraph 1.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including security capabilities, computer resources, publication/media materials and equipment where appropriate.

(b) Cost Proposal: The contract should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, Overhead, including any on and off-site indirect rates that apply, G&A, Facilities Cost of Money, etc.), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents

In addition to the Technical and Cost Proposals, a Contractor shall also complete the following:

5.2.1 Non-Disclosure Agreement

Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor as well. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission

The due date for submission of proposals for this solicitation is 2:00 p.m. (local time) on 15-SEP-05. Proposals shall be uploaded electronically via the “[Upload Proposals](#)” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website (Note: this site restricts the forms of uploaded documents to those in MS Word, MS Excel, or PDF).

Note: Late proposals will not be considered. Be sure to allow adequate time for proper delivery (See FAR 15.208). You should also ensure that you receive a proposal receipt per the MATOC instructions—in order to guarantee that your proposal has been routed appropriately.

6.0 **Evaluation Information**

6.1 Evaluation Criteria

A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best Value is the outcome of any acquisition that ensures the Government meets the customer’s needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Past performance on earlier tasks under this and similar contracts
- (3) Management Plan and Technical Approach
- (4) Corporate Facilities

Cost/Price Factor

(5) Cost Factor

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 and 2 are of the greatest weight; than Technical Factor 3. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2 Award

The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 01 October 2005. The anticipated start date for this order will be 01 October 2005.

7.0 Submission of Questions

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments

Any amendments to this solicitation will be posted along with the solicitation on the ONR MATOC Website. It is the Offeror's responsibility to regularly check for a posting of the solicitations/amendments.

9.0 Points of Contact

The Points of Contact for this solicitation are:

Office of Naval Research
Attention: **Ellen Simonoff** and **Sharon Washington**
875 North Randolph Street, Code (0252)
Arlington, VA 22203-1995
Telephone: 703-696-0157 and 703-696-5054
Email: SimonoE@onr.navy.mil and WashinS@onr.navy.mil
Fax: 703-696-0066
Ref:MATOC 05-0001-36

10.0 Attachments

- (1) Non-Disclosure Agreement

NON-DISCLOSURE AGREEMENT

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____, as follows:

BACKGROUND

1. *(Describe the RFP or BAA, including but not limited to the following information: the name of the program supported by the RFP or BAA, and the date the RFP or BAA was issued. Delete these instructions afterwards.)*

2. Proposals submitted in response to the aforementioned RFP or BAA may result in the submission of proprietary technical and commercial information. Government personnel will perform the evaluation of the proposals. However, the undersigned contractor employee will be utilized to support the program office, and as such, will require access to this proprietary information. Much of the information in these documents will be source selection information, subject to the Procurement Integrity Act, and it would be improper for any of that information to be released to the general public or others without a Government-recognized need to know. Care must be taken to avoid the release of a company's proprietary data or ideas embodied in the proposals submitted. Thus it is important that the undersigned contractor employee honor the proprietary and sensitive nature of the information and agree not to disclose any of it to an outside party and not utilize any of it except as needed to assist the Government in executing the - _____ program.

3. The Government has need of the undersigned contractor employee to provide program support and/or advice on the _____ program.

AGREEMENT

1. The undersigned agrees that any proprietary information received in the course of assisting the Government in executing the _____ program will not be disclosed to any outside party without the expressed written permission of ONR. In the event that an unauthorized disclosure is made, the undersigned contractor employee and the employing company shall assume full legal and financial responsibility for the unauthorized disclosure. The undersigned recognize that any unauthorized disclosure of proprietary information may result in a civil action by the owner of that information against the party or parties that released the information.

2. The undersigned acknowledge that the owner of the proprietary information disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. The undersigned agree that in the event of an unauthorized disclosure, the owner of the information may seek legal recovery under this non-disclosure agreement, even though

the information owner is not a formal party to the agreement. Legal redress may also be sought in the event sensitive, proprietary information is improperly released.

FOR THESE REASONS, the undersigned agrees on his/her own behalf and on behalf of his employer likewise agrees to protect, respect and not disclose the proprietary information that may be provided to the undersigned, as part of the assistance the undersigned will provide to ONR in the execution of the _____ program.

Contractor Employee:

Signed _____

Printed Name _____

Date _____

Concurrence by the Employer:

Signed _____

Printed Name _____

Date _____